

Opening Date: July 23, 2008

Closing Date: August 5, 2008

JOB OPPORTUNITY

**MISSOURI STATE HIGHWAY PATROL
GAMING DIVISION**

TITLE: Administrative Office Support Assistant

LOCATION: Gaming Division, Jefferson City, MO

FACILITATOR: Liz Stokes (573) 526-6335
liz.stokes@mshp.dps.mo.gov

DESCRIPTION: The Administrative Office Support Assistant position is assigned to the Gaming Division at the Missouri State Highway Patrol. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

EXAMPLES OF WORK: An employee in this position provides administrative and secretarial support. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Work includes varied clerical and secretarial duties requiring knowledge of office routine and an understanding of departmental procedures.

QUALIFICATIONS: Must be a high school graduate or possess a GED, and possess at least two years experience as a Clerk Typist III or Stenographer III with at least five years clerical experience with the Patrol, or possess at least seven years experience as a Secretary, Office Manager, or responsible clerical work outside the Patrol. An employee in this position must possess the ability to type a minimum of 60 words per minute with 10 or less errors.

(For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

SALARY RANGE (Semi-monthly) \$1,081.00 - \$1,498.00

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment **and take a typing test** (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above. Copy of typing test must be attached to the completed application.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of August 11, 2008. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

**Missouri State Highway Patrol
Human Resources Division
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Jefferson City, Missouri 65101
Phone: (573) 526-6117 Fax: (573) 751-9924**